

North Carolina Agriculture Cost Share Program Review Summary  
(March 2015))

County	<u>Graham</u>	Date of Previous Review/Report	<u></u>
District Staff Name(s)	<u>Billy Corbin, Kathy Shuler</u>	Date	<u>3/17/2015</u>
NRCS Staff Name(s)	<u></u>		
Division Representative(s)	<u>Lisa Fine, Davis Ferguson</u>		
Additional Participants	<u>Cayle Aldridge (Swain Co)</u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
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Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
When do you schedule your board meetings?				X	Board meetings are the third Tuesday of every month.  Notice stays on window all the time.		X			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	Post on front door of office building. Gives enough notice for changes to meeting times to meet Open Meetings Law.		X			

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When do you develop a conservation plan for a potential applicant?				X	Applicants call or come by office. Word of mouth and extension office sends people down to Graham SWCD. Then Billy goes out to farm and he checks what they want to have on farm.		X			
How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?				X	Billy determines what they can do based on water quality concerns and limits of programs and what is actually needed.		X			
Are applications reviewed and approved by the Board as a separate action item?				X	Yes, the applications are reviewed and approved as separate action items.		X			
Are application decisions/motions recorded in the board minutes?		X			Yes, <u>recommend</u> application number if applicable be added to minutes.	X		All recommendations, and decisions will be recorded in the minutes	Immediately	Plan of Action accepted.
Because applicants are limited when applying for incentive BMPs, how does your district track the applications for incentive BMPs? Is your district using the self-certification form provided by the division to track incentive BMPs.				X	This district does not contract for the incentive BMPs. Billy is aware of the self-certification form.		X			
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	Billy does not have incentives here but is aware of the self-certification form.		X			

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If multiple partners farm together, how does the district track individual applicants as one operation?				X	Billy knows everybody in county and knows who farms together. Applicants/cooperators are kept in a spreadsheet with contracts. Not many contracts are completed so it is easy to keep track of everyone.		X			
Once applications are approved, how do you develop a contract?				X	Billy goes to farm and measures what is needed to develop the BMPs plan. Michael does the Conservation Plans for every state cost share contract in Toolkit and Billy puts it in the CPO and CS2.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?		X			Billy goes in person and gives copy of everything required and tells him he cannot begin work until division approval. <b>Recommendation:</b> district give cooperator instructions in writing about timelines and deadlines and when work can begin.	X		The district will take the contract to the farmer and explain all requirements including the 1/3 rule approval dates and maintenance on the practice. Billy is always on the job site.	Immediately	Plan of Action accepted.
What procedures do you follow for notifying the applicant that work can begin?				X	Normally Billy calls cooperator and tells him work can begin. Records in 6 notes. See above about notice in writing of when work can begin.		X			
What information do you provide the applicant?				X	Copy of the contract, maps, site locations, design info.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>	X				Yes, contracts are reviewed and approved by the board as separate action items. <b>Commendation:</b> the district is commended for the		X			

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					information and completeness of board minutes regarding recording of actions on cost share applications, contracts and payments.					
<i>Are contract decisions/motions recorded in the board minutes?</i>				X	Yes, the motions and decisions were recorded in the board minutes. <b>Note:</b> Contract number should be included in minutes.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	No points given or taken away for being supervisors.		X			
<i>Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?</i>				X	Yes, it is documented that supervisors abstained from voting.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?				X	Billy is always out on site. Billy helps with installation and keeps installation on track.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.		X			Billy keeps it on a spreadsheet and he does remind them and has sent letters out. <b>Recommendation:</b> the district should add a column to their spreadsheet for the 1/3 date.	X		We will follow the Divisions recommendations.	Immediately	Plan of Action accepted.
Is the district recording 6-month extensions in the board minutes?				X	Yes, there is evidence of 6 month extensions being granted documented in the minutes.		X			

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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?		X			The 6 notes include information about signing off on BMP or check off sheets or job sheets.  <b>Recommendation:</b> the district should develop their own documentation for these notes separate from NRCS.	X		The district will follow the Division's recommendation.	Immediately	Plan of Action accepted.
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	Yes BMPs are measured and certified by Billy. Billy takes a notepad out with him to measure BMPs. Notes are made in 6 notes. <b>Note:</b> See above about 6 notes.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes, several contract files contained copies of receipts.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes, payments are reviewed and approved as separate action items.		X			
Are payment decisions/motions recorded in the board minutes?				X	Yes, actions are recorded in the minutes.		X			
<b>Section 2: Spot Checks and Compliance Issues</b> Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Who participates in annual spot checks? When are they conducted?				X	Billy and at least one supervisor but usually at least 2. Usually complete spot checks in May every year.		X			



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How does the district select which contracts to spot check?			X		Billy looks at which ones hadn't been done recently. <b>Corrective Action:</b> the district should incorporate a random sampling method into their efforts to select the 5% of active contracts for spot checks. A random number generator could be used or putting all active contract numbers in a hat or going through the files and picking every nth contract as long as you don't start at the beginning of the files every time are all methods of random selection. If a contract was picked in prior years but shows up randomly the district should go to that farm again because it was randomly selected.	X		The supervisors will select a random sample of contracts by picking the active contract numbers from out of either a hat or a bowl.	Immediately.	The district should make sure all contracts still under active maintenance are included in that pot.  Plan of Action accepted.
<i>Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.</i>				X	Billy does not have any waste projects.		X			
How does the district review five percent of all waste utilization plans?				X	Billy does not have any to review.		X			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				X	Michael Wiggins usually does it. Billy will let Michael know that he has a supervisor contract and Michael makes sure that NRCS includes them in their spot checks of the office. <b>Note:</b> district should make sure this		X			


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					happens within one year of completion of supervisor contracts.					
The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation" How does your district notify individuals that have destroyed or mismanaged a BMP?				X	Billy has not had any problems or had to ask for a refund. I notified Billy that he could write the letter but have the board chair sign it.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	Billy has not had any. I notified him to bring it up at the next board meeting.		X			
When does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept with the CPO?				X	Billy has not had any.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Billy has not had any.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Billy has not had any. I notified him about sending the division a copy of any correspondence regarding		X			

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					maintenance or non-compliance.					
<b>Section 3: Record Keeping</b> Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
How does the district track BMP funds?				X	The district has a spreadsheet to keep track of contracts, amounts and balances.		X			
How does the district use the division on-line (website & CS <sup>2</sup> ) reports?				X	Billy uses them quarterly mostly.		X			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The county gets the funds now as of July so there has not been an audit yet. Before that the district had an internal audit. Kathy gave all her info to the county folks including her checkbook. I reviewed an old copy of the audit report Kathy did before the county took over. They tracked salary, insurance, and other expenditures and had the board audit it and got it notarized.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Billy Corbin		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	See above.		X			



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How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	See above.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA.				X	Yes a copy of Billy's JAA was on file.		X			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract? Do we still need this? Dottie/Helen are now monitoring this				X	Yes, all supervisors have disclosure forms.					
<b>Section 4: Contract Reviews and Site Visits</b> Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 38-2009-010 Applicant Name: Allen DeHart BMP: tanks (2) and fencing				X	No concerns with BMPs. No concerns with contract file.		X			
Contract Number: 38-2007-001 Applicant Name: Terry Jordan BMP: spring development, well, tanks, fencing				X	No concerns with BMPs. No concerns with contract file.		X			

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Contract Number: 38-2011-002 Applicant Name: John McRae BMP: interior fencing 				X	No concerns with BMPs.  No concerns with contract file. Grazing plan in file.		X			

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Contract Number: 38-2008-005 Applicant Name: John Lovin BMP: pasture renovation DG funds  				X	No concerns with BMPs. No concerns with contract file.		X			
Contract Number: 38-2013-001 Applicant Name: Carl Patterson BMP: Ag road repair/stabilization				X	No concerns with BMPs. No concerns with contract file.		X			

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